

Hawthorn School District 73

841 West End Court • Vernon Hills, Illinois 60061-1376
Phone (847) 990-4200 • Fax (847) 367-3290
www.hawthorn73.org

SECTION I: EMPLOYEE INFORMATION:

Last Name _____ First Name _____

Telephone Number _____

SECTION II: ELECTRONIC W-2 SERVICE

Use this form only if you have consented to electronic-only delivery of your W-2 form but wish to change back to a paper W-2 form delivered via USPS or Inter-office mail. If you have not already consented to electronic-only delivery, you do not need to submit this form to continue receiving your W-2 form via USPS or Inter-office mail. This form is **only** used for withdrawing consent that you have previously given. Please read the Electronic W-2 Disclosure Notice on the back of this form for more information. Withdrawal of consent will be effective on the date received by the District Payroll Office and will be confirmed in writing or by email. If consent is withdrawn, it will only be effective for W-2 forms not yet issued. Hawthorn District 73 provides on-line access to your current and previous five W-2 forms on the Skyward Employee Access web site.

Reason (Optional):

It would be helpful to the District Payroll Office to understand why you wish to receive a paper W-2 form. If you wish, please tell us your reason in the space below:

I would like to withdraw my consent to electronic-only delivery of my W-2 form and request that Hawthorn District 73 deliver to me a printed W-2 form via USPS or Inter-office mail.

Signature of Employee Date

Please e-mail, mail or fax the completed form to:

Sharon Colon
Hawthorn District 73
841 West End Court
Vernon Hills, IL 60061
847-367-3290 (fax)
colons@hawthorn73.org

Office Use Only:

Received by: _____

Date Received: _____

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Electronic Form W-2 Disclosure Notice

Internal Revenue Service (IRS) regulations require Hawthorn District 73 to obtain your consent before delivering your W-2 electronically only and not mailing you a paper W-2. The Disclosure Notice below explains in detail what it means to consent (by clicking "I accept") to electronic-only delivery. Please contact Payroll if you have any questions. (See below for contact information.)

1. If you do not consent to electronic-only delivery of your W-2, Hawthorn District 73 will send you a paper form via U.S. mail or through inter-office mail.
2. If you do consent to electronic-only delivery of your W-2, Hawthorn District 73 will not mail you a paper W-2. You will need to use the Skyward Employee Access web site to view, print and, if you wish, save a copy of your W-2.
3. Access to electronic W-2s is available to all currently active staff who have received a W-2 regardless of whether they have consented to electronic-only delivery.
4. The hardware and software required to access your electronic W-2 includes a computer with an Internet connection and a web browser that can access Skyward Employee Access.
5. Your electronic W-2 will be available on Skyward Employee Access for at least 5 years after its posting date.
6. Your consent is effective for W-2s issued for the current calendar year and all future periods until (a) you withdraw your consent or (b) you are no longer employed by Hawthorn District 73.
7. If you have consented to electronic-only delivery of your W-2, you may withdraw your consent by submitting a "Withdrawal of Consent to Electronic W-2" form to the appropriate office below. This written consent must be received on or before December 15th. This form may be downloaded from discover.hawthorn73.org or obtained from Payroll. This withdrawal of consent does not retroactively apply to W-2s from prior years, and you will not automatically be given paper versions of documents that you have received electronically.
8. Withdrawal of consent will be effective on the date received by Payroll and will be confirmed in writing or by email. If consent is withdrawn, it will only be effective for W-2s not yet issued.
9. You should be aware that you may be required to attach a printed copy of your W-2 to your annual tax return documents even when you only receive an electronic version from Hawthorn District 73.

Even if you have consented to electronic-only delivery of your W-2, you may still request a paper copy of the W-2 by contacting Payroll. Request for a paper copy does not withdraw your consent for electronic-only delivery in the future, only for that particular request. Requests can take up to two weeks to process. Copies of W-2s for years not available via electronic W-2s (calendar year 2001 or earlier) may be requested from Payroll at the addresses listed above. Employee copies of W-2s are only available for 5 years.

Sharon Colon
Hawthorn Payroll Dept.
colons@hawthorn73.org
847-990-4224

841 West End Court
Vernon Hills, IL 60061

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